

**TO:** Superintendents and Test Coordinators

**FROM:** Gay Pickner, Assessment Director  
Office of Curriculum, Technology and Assessment

**DATE:** August 18, 2006

**SUBJECT:** Dakota STEP Post-Test Workshops, Pre-Writing Test Workshop and  
Field Tests Workshop

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**THE WRITING ASSESSMENT WILL BE ADMINISTERED October 2- 6, 2006**

**Dakota STEP test window April 2-20, 2007**

**Dakota STEP Post-Test, Writing and Field Test Pre-test Workshops**

Interpretative workshops for the DakotaSTEP will be held **September 18-22, 2006** across the state. The interpretive workshops will include an update on the results of the 2006 state testing program and technical information. Gay Pickner, Office of Curriculum, Technology and Assessment will conduct the interpretive workshop. Workshops begin at 8:00 a.m. and end at 12:30 p.m.

**STANFORD WRITING AND DAKOTA STEP INTERPRETATION**

**AGENDA**

**(FOR EACH SITE-subject to change)**

8:00 - 8:30 a.m. **SIGN IN**, Coffee and rolls courtesy of Harcourt Assessment.

8:30 - 8:40 a.m. **Welcome and Introductions**

Gay Pickner-SDDOE

8:40 - 9:45 a.m. **Writing--Packing and Shipping, Spectrum System Writing Tab  
and TCH**

Brian Brothers/Tracy Hawley-Harcourt

9:45 - 10:15 a.m. **Special Education Update**

Linda Turner/Melissa Flor

10:15-10:30 a.m. **CRT Website**

Gay Pickner-SDDOE

10:30 - 10:45 a.m. **BREAK**

10:45 - 11:15 a.m. **Math/Science Field Test**  
Brian Brothers/Tracy Hawley-Harcourt

11:15- 11:30 **NAEP Update**  
Gary Skoglund-SDDOE

11:15 - 12:30 p.m. **Dakota STEP Interpretation, SIMS Net Assessment Tab, etc**  
Gay Pickner-SDDOE  
Harcourt representatives

## **DAKOTA STEP POST & STANFORD WRITING PRE-TEST WORKSHOPS**

**REGISTRATION CAN BE FOUND AT:** [www.southdakotapd.com](http://www.southdakotapd.com)

**(Once you are at the above URL look for Fall Test Workshops)**

*Deadline for registration is September 13, 2006*

### **Workshop Sites:**

September 18 - Rapid City (Ramkota)  
September 19 – Pierre (Chamber of Commerce Building)  
September 20 - Aberdeen (Ramada)  
September 21 - Sioux Falls (Ramkota)  
September 22 - Sioux Falls (Ramkota)

## **2006 WRITING ASSESSMENT SCHEDULE**

### **STANFORD WRITING ASSESSMENT PROGRAM, 3RD EDITION**

The 2006-2007 school year will be the ninth year of the Writing Assessment in South Dakota. The testing period will be from October 2-6, 2006. The South Dakota Department of Education and Harcourt Assessment mutually agreed upon these dates. During the upcoming year, there are several important dates to remember to ensure the successful implementation of the writing assessment program. Mark these dates on your calendar.

### **June 19-August 25**

Spectrum window opened for ordering Fall Writing Assessment.

<http://spectrum.harcourt.com/wps/portal/>

### **September 19**

Districts should receive all testing materials. This includes the Order for Scoring Services and the Test Coordinator's Kit. **Please inventory materials immediately!** Pre-ID labels

may not be included with the Testing Coordinator Kits and will likely follow at a later but before the Writing Assessment takes place

**September 23**

Material shortages and requests for additional materials for Grades 5 and 9 must be ordered through the Harcourt Spectrum web-site. Harcourt will no longer be taking additional orders over the phone.

(Requests received after this date may not arrive in time for testing and will be shipped at the district's expense.)

**September 18-22, 2006**

Regional workshops on test administration and coordination will be held.

**October 2-6, 2006**

WRITING ASSESSMENT WILL BE ADMINISTERED

**October 13, 2006**

Last day for documents to be picked up

**October 17, 2006**

Last day for scorable documents to be delivered to Harcourt Assessment's Scoring Center

**December 8, 2006**

Districts receive Stanford Writing results

**IMPORTANT INFORMATION REGARDING THE STATE  
WRITING PROGRAM**

**DEFINITION OF ON-GRADE**

The term "on-grade" is used to refer to those grade levels that are involved in the State Writing Assessment Program, in South Dakota this means grades 5 and 9.

**ALL ACCREDITED SCHOOLS MUST TEST**

From October 3-7, 2006 accredited schools in South Dakota must administer the Stanford Writing Assessment, Third Edition to all students in grades 5 and 9. **If a student is repeating a grade (5 or 9) they must still test.**

**All enrolled students must be accounted for:**

All students in grades 5 and 9 must participate in the Stanford Writing Assessment. This includes Limited English Proficient students and students with disabilities. If any student is exempted from participation in the Stanford Writing Assessment, you must complete the student information form of the answer booklet and "bubble" the appropriate

exemption code on the student answer booklet. The proper procedure is to fill in demographic data along with the correct code. The Test Coordinator's Handbook provides complete information on the coding.

### **Fall 2006 Field Test Administrations**

**Districts/schools participating in the fall 2006 field test(s) have agreed to participate in one or both of these assessments with the concurrence of the South Dakota Department of Education.**

#### ***Dakota STEP Mathematics Field Test***

New items are being field tested and evaluated for inclusion in the spring 2007 operational *Dakota STEP Mathematics Problem Solving* and *Mathematics* subtests. The spring 2007 operational forms will assess the revised State Content Standards for Mathematics.

#### ***Dakota STEP Science Field Test in Grades 5, 8 and 11***

New items are being field tested and evaluated for inclusion in the spring 2007 operational *Dakota STEP Science*. The spring 2007 operational forms will assess the State Content Standards for Science.

### **Fall 2006 Field Tests: Critical Dates**

***Dakota STEP Mathematics and Science*** field tests will be administered according to the following schedule.

Pretest workshops	<b>Sept. 18-22, 2006</b>
Scheduled delivery of Field Test materials	<b>October 20, 2006</b>
<b><i>Dakota STEP Mathematics and Science</i></b> Field Test	<b>October 30- November 3, 2006</b>
LAST DAY for scorable documents to be picked up by UPS	<b>November 10, 2006</b>
LAST DAY for scorable documents to be delivered to Harcourt Assessment's Scoring Center	<b>November 13, 2006</b>

### **ASSESSING STUDENTS W/ DISABILITIES ON THE STANFORD WRITING ASSESSMENT**

The *Individuals with Disabilities Education Improvement Act of 2004* (IDEIA 2004) requires the development of policies and procedures for the inclusion of students with disabilities in state- and district-wide assessments and, when necessary, the provision of

accommodations for such students. Individualized Education Programs (IEPs) must include accommodations that are necessary in order for the child to participate in assessments. A student who is perceived to have a disability based on Section 504 of the *Rehabilitation Act of 1973* (Section 504) must also be afforded accommodations if those accommodations are part of the services provided in the student's Section 504 Plan.

For students with disabilities who have an active IEP, the IEP must include a statement of the accommodations the student will need in order to participate in any state or district wide assessment. If a student takes the alternate writing assessment, they will take the STAARS-W located on the web at:

<http://doe.sd.gov/oess/specialed/news/altassessment.asp>

Decisions about whether a student participates in state and district wide assessments under the prescribed standardized group testing conditions recommended by the test publisher, or participates with accommodations, or takes the alternate assessment must be made on an individual basis, by the student's IEP or Section 504 team.

These decisions are not made unilaterally; the team involved in the decision-making process must be the student's IEP or 504 team.

If it is determined that a student with a disability can participate with accommodations, the team making that decision must specifically indicate the type and extent of accommodations to be provided. This information must be documented in the student's IEP, or addressed in the student's 504 Plan. The parent/guardian of the student must be made aware of the decision during the development of the student's IEP or Section 504 plan.

When making accommodations, a student's IEP or Section 504 team must consider the individual needs of the student in daily instructional settings as well as the additional needs that arise in a secure testing environment.

The Test Coordinator's Handbook provides additional information that the student's IEP team could use when considering appropriate accommodations for each academic area being tested.

The Test Coordinator's Handbook will also provide the coding that must be used when testing students with disabilities on The Stanford Writing Assessment. Questions on writing may be addressed to Melissa Flor 773-3678.

### **NON-STANDARD ACCOMMODATION STUDENT SCORES**

Any students taking the Writing Assessment under non-standard accommodations will not be rolled up into a schools aggregate average. These students will receive a student report that contains only raw scores. Remember that you must complete an answer document for "ALL" students with disabilities in the tested grades, including those students who are being excluded from the state/district wide assessment.

**BRaille OR LARGE PRINT TESTS WRITING ONLY**

These will not be provided. Schools are authorized to enlarge the prompt and writers checklist or use a Braille Writer as needed, along with oral directions.

**BRaille FOR DAKOTA STEP PLANNING**

Districts will order Braille and Large Print test through Spectrum. District will need to these booklets November 27-December 13, 2006.

**NON-ACCREDITED ALTERNATIVE INSTRUCTION PROGRAMS**

(SDCL 13-27-3)

Non-accredited alternative sites (Home school) **DO NOT** take the Writing Assessment.

**NEW AMO TARGETS REFLECTING MATH CUT SCORE CHANGES****NCLB Annual Measurable Objectives--Effective July 2006**

	K-8		9-12	
School Year	Reading	Math	Reading	Math
2002-2003	65%	45%	50%	60%
2003-2004	65%	45%	50%	60%
2004-2005	78%	54%	66%	67%
2005-2006	78%	65%	66%	54%
2006-2007	82%	65%	72%	54%
2007-2008	82%	72%	72%	63%
2008-2009	82%	72%	72%	63%
2009-2010	86%	72%	77%	63%
2010-2011	90%	79%	83%	72%
2011-2012	94%	86%	89%	81%
2012-2013	96%	93%	94%	90%
2013-2014	100%	100%	100%	100%

**IDENTIFICATION NUMBER**

SDDOE is requesting that all districts fill in the Student Information Management System (SIMS) number for each student who does not have a label. Numbers are nine digits and will be available in your district. **All schools will receive stick-on labels for students recorded in SIMS. These labels will come from Harcourt.**

**NEW CUT SCORES FOR ALL DSTEP ASSESSEMTNS ARE LOCATED AT THIS URL:** <http://doe.sd.gov/octa/assessment/dakSTEP/index.asp>

## **WHO TO CALL IF YOU HAVE QUESTIONS**

### **SAT 9 WRITING ASSESSMENT AND READING FIELD TEST:**

For grades 5 and 9, questions regarding test materials, instructions, or score report processing may be directed to Harcourt Assessments Program Coordinator for the South Dakota Testing Program by calling 1-800-800-8305 (Ext. 5652).

### **REGIONAL HARCOURT TEST CONSULTANT:**

Curt Herwers, Educational Measurement Consultant Office - 763-494-3313

### **STATE TESTING PROGRAM (DAKOTA STEP, WRITING AND READING):**

Questions regarding the Dakota STEP and the Writing Assessment (Grades 5 and 9) should be directed to Gay Pickner, Office of Curriculum, Technology and Assessment, 605-773-3247 or [Gay.Pickner@state.sd.us](mailto:Gay.Pickner@state.sd.us)

### **SPECIAL EDUCATION PROGRAMS**

Dakota STEP-A Linda Turner 773-3678 [linda.turner@state.sd.us](mailto:linda.turner@state.sd.us).

Dakota STEP, Students with Disabilities, Accommodations, Large Print and Braille  
Melissa Flor 773-3678 [melissa.flor@state.sd.us](mailto:melissa.flor@state.sd.us)

### **LEP EDUCATION PROGRAMS**

Questions regarding the DELP should be directed to Steph Lebeda 773-4693  
[stephani.lebeda@state.sd.us](mailto:stephani.lebeda@state.sd.us)

### **NAEP PROGRAM**

Questions regarding NAEP should be directed to Gary Skoglund 773-5229  
[gary.skoglund@state.sd.us](mailto:gary.skoglund@state.sd.us)

### **DACS PROGRAM**

Questions regarding DACS should be directed to Nette Meade 773-4662  
[jeanette.meade@state.sd.us](mailto:jeanette.meade@state.sd.us)